

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Parole Agent

Class Code: 50213

A. Purpose:

Manages a caseload of convicted felons on community supervision, develops placements and resources, and conducts special investigations to promote the reform and redirection of persons under community supervision while ensuring the safety of society.

B. Distinguishing Feature:

The Parole Agent maintains a caseload of adult persons under community supervision from the state correctional facilities of South Dakota and other states.

The Parole Agent Supervisor supervises and trains parole agents and presides over probable cause hearings while maintaining a caseload of adults under community supervision from the state correctional facilities of South Dakota and other states.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Investigates and evaluates the feasibility and potential for success of proposed residence, employment, and treatment plans prior to adult offenders being released from an institution or being accepted for interstate compact supervision to ensure public safety.
2. Interviews offenders to analyze their criminal and social histories, attitudes, and behavior to set standards and guidelines that the persons under community supervision must observe while under supervision to ensure public safety.
3. Oversees persons under community supervision in accordance with Department of Corrections Policy and Procedure and Parole Services case management operations memoranda and guidelines to assess if they are maintaining satisfactory behavior and are meeting all conditions of their community supervision.
 - a. Establishes legal, signed community supervision agreements with persons under community supervision setting forth conditions of supervision.
 - b. Identifies person under community supervision problems and needs and develops individualized case objectives.
 - c. Enforces conditions of community supervision agreements and supervision accountability plans, and monitors financial responsibility plans for payments of court ordered restitution and the collection of fines, fees, and community supervision fees.
4. Provides individual counseling to present persons under community supervision with the necessary information to ward off potential problems.
 - a. Maintains and regularly reviews community risk, needs assessments, and supervision accountability plans and other objective-based plans.
 - b. Reclassifies and develops new plans as needed.
 - c. Utilizes a variety of counseling methods to promote progressive growth patterns and facilitate persons' under community supervision use of available treatment services.
5. Establishes and maintains a structured environment for persons under community supervision to ensure that they follow the conditions of their community supervision, and ensure that those violating their community supervision conditions are dealt with according to department policy.
 - a. Conducts physical searches and arrests persons under supervision who may have violated their conditions of community supervision and be a threat to society.

- b. Provides testimony at probable cause and Parole Board revocation hearings.
 - c. Transports or arranges for persons under community supervision to be returned to a correctional institution.
- 6. Documents incidents and contacts to ensure authorities are aware of person under community supervision status.
 - a. Writes discharge, placement, violation, special incident reports and completes data entry requirements as needed.
 - b. Maintains case records according to Department of Corrections Policy and Procedure and Parole Board and Parole Services Office operations memoranda and guidelines.
- 7. Works with community organizations on programs designed to reform and redirect the person under community supervision and protect society.
 - a. Acts as a liaison and resource person to private treatment facilities.
 - b. Maintains cooperation with tribal authorities, enabling persons under community supervision to live in accordance with their traditions, cultures, and customs while minimizing jurisdictional conflicts.
 - c. Interprets Department of Corrections Policy and Procedure and Parole Board and Parole Services Office operations memoranda and guidelines to the public.
- 8. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Parole Agent Supervisor. The incumbent may be assigned as a lead worker over a secretary assigned to the parole agents' office.

E. Challenges and Problems:

Challenges include the potentially violent nature of the persons under community supervision, the offender's risk for re-offending and the need for community protection; redirecting the lives of persons under community supervision who can be hostile and unmotivated to change; and promoting reform and community re-entry.

Typical problems include visiting persons under community supervision at their domiciles during night time hours; confronting, apprehending, or transporting persons under community supervision who are unpredictable and may be dangerous; making decisions that affect the freedom of persons' under community supervision or the protection of the public in a manner that ensures those decisions will stand up to legal scrutiny.

F. Decision-making Authority:

Decisions include determining the feasibility of a proposed person under community supervision placement and the potential for success or failure of the placement; evaluating the risk of persons under community supervision and assigning the level of required supervision; identifying persons' under community supervision needs and problems; developing a restitution payment schedule, developing a supervision accountability plan, whether to assign special conditions of supervision, and when they can be changed or lifted; if there is sufficient evidence to prove a person under community supervision has violated conditions of community supervision and to detain or arrest the person under community supervision; to permit the parolee or person under supervision to travel; which community resources to utilize in assisting persons under community supervision in obtaining services; and which case management situations to refer to the supervisor.

Decisions referred include review of case management decisions; the conditions of community supervision if set by the Parole Board; whether there is probable cause to return a person under community supervision to the institution; approve or disapprove interstate compact supervision; and the final discharge of persons under community supervision.

G. Contact with Others:

Daily contact with persons under community supervision, their families, and employers for supervision, enforcement, guidance, and counseling; with law enforcement officials, judges, court services officers, and states attorneys for enforcement, interpretation of Department of Corrections Policy and Procedures and Parole Board and Parole Services Office operations memoranda and guidelines, to exchange information and to coordinate operations; and with public and community resource programs for placements, treatment, and resource development. Weekly contact with institutions and treatment facilities to interview persons under community supervision and develop placements.

H. Working Conditions:

Work environment includes a typical office, the persons' under community supervision place of residence or place of employment, public or private institutions, jails, police and sheriff's offices, and detox centers. The incumbent has contact with persons under community supervision who may be dangerous; and often apprehends, arrests, and transports persons under community supervision. Agents carry a firearm and other safety equipment for protection. Agents are subject to threats of violence.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- principles, methods and procedures to facilitate an acceptable reintegration and/or continued adjustment of persons under community supervision within their environment;
- the attitude, problems, and behavior of persons under community supervision;
- human behaviors and interpersonal relationships;
- basic terminology and concepts of corrections and community supervision;
- legal terminology and procedures;
- chemical agents, restraints and basic firearm safety and employment techniques;
- individual counseling techniques.

Ability to:

- document logically, accurately, and concisely all pertinent information and decisions;
- communicate information clearly and accurately;
- plan, organize, schedule, direct and evaluate the work of others;
- interact with persons under community supervision and others to establish and maintain effective professional working relationships with them;
- exercise the physical and mental capability to protect oneself and assigned firearm;
- maintain composure under stressful conditions;
- successfully complete the Department of Corrections and Parole Services firearms safety and qualification course;
- obtain and retain a South Dakota concealed weapons permit;
- maintain impartiality in dealing with persons under community supervision.